

**REAPPOINTMENT, TENURE, AND PROMOTION (RTP) POLICY  
DEPARTMENT OF WOMEN'S, GENDER, AND SEXUALITY STUDIES  
COLLEGE OF LIBERAL ARTS  
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

***Preamble***

California State University, Long Beach (CSULB) is a teaching-intensive, research-driven university emphasizing student engagement, scholarly and creative achievement, civic participation, and global perspectives. The Department of Women's, Gender, and Sexuality Studies (WGSS) embraces the teacher/scholar and/or teacher/artist model, which balances teaching, research/performance, and service. This policy articulates the criteria and standards the WGSS department will apply when evaluating candidates for reappointment, tenure, and promotion. It is intended to advise and support candidates in their efforts to develop as teachers, scholars, and/or creative artists and members of the university community.

Successful Candidates for tenure and promotion must meet the minimum requirements for all three categories: 1) instructional activities; 2) research, scholarly, and creative activities (RSCA); and 3) university, professional, and community service.

WGSS's policy on Reappointment, Tenure, and Promotion (RTP) defers to the College of Liberal Arts (CLA) RTP policy, with the following additional specifications.

In evaluating Candidates who have joint appointments, department members of the Candidate's RTP committee should refer to Academic Senate Policy Statement 94-11, section VI.

Members of the Department RTP Committee shall be elected by majority vote of the tenured and probationary faculty. The committee shall consist of three members. In the case of joint appointments, the committee shall be constituted according to Academic Senate Policy Statement 94-11, section VI.

In the case of too few faculty to serve on a department RTP committee, the Chair will consult with the faculty member about potential committee members with similar academic expertise and work with the Dean's Office to form a committee.

**I. Department Expectations**

The WGSS Department follows University and College RTP policies in evaluating each of the three areas of review: instructional activities, scholarly and/or creative activities, and service. The Department's RTP policy provides expectations specific to WGSS. A Candidate who meets the criteria in all three performance areas shall be recommended for reappointment, tenure, and/or promotion.

**A. Instructional Activities**

This category includes teaching, student advising and mentoring, supervision of student research, curriculum development, and other activities related to educating and helping to prepare students for future educational and career goals. The Department RTP Committees are expected to evaluate files for excellence in teaching, but also to differentiate between different kinds of teaching and mentoring activities and note the contributions of each.

Delivering high-quality instruction is the preeminent objective of any pedagogical approach. This requires assessment by the Department RTP Committee of the breadth and level of course materials; grade distributions; methods of student assessment; approaches employed to assure that grades reflect work done by the student; and the basis for evaluating the culminating knowledge and skills of the student. As WGSS is a rapidly expanding field, ongoing curricular development is necessary to keep the Department vital and is expected of all faculty.

Mentoring students on their research, advising our student association, assisting students with internships, and/or supporting study abroad opportunities, are also highly valued components of instructional excellence.

**Required Evidence:** Refer to Section 2.1 of the CLA RTP Policy for evidence needed, including teaching narratives, syllabi, course evaluations, and other materials demonstrating instructional effectiveness and ongoing improvement.

**Minimum Expectations by Review:**

1. For a 3-year reappointment review, candidates should demonstrate strong teaching and mentoring of students in their classroom and the department.
2. For tenure and promotion to Associate Professor, candidates should demonstrate strong teaching skills and continuously improve their pedagogical practices. They should also demonstrate strong mentorship of WGSS students. This may include participating in training and teaching workshops, regularly updating course materials and practices based on student feedback, and developing a new course based on departmental curricular needs.
3. For promotion to Full Professor, candidates should demonstrate continued growth in their teaching and mentoring, which may be reflected by exploring different teaching modalities, participating in training and teaching workshops, adopting new technologies, demonstrating currency in the field, updating courses and department curricula, and developing new courses.

**B. Research, Scholarly and Creative Activities (RSCA)**

**Required Evidence:** The Department adheres to Section 2.2. of the College RTP Policy, with the following additions:

Candidates at all levels are expected to maintain a continuing program of research, scholarly, and/or creative activities that demonstrate professional growth over time. As an interdisciplinary field of study where faculty may be from different disciplinary backgrounds, we value a wide

range of scholarship, research, and creative activities, as reflected in the CLA RTP Policy (Section 2.2). While the research, scholarly, and creative activities might take various forms, we expect that they reflect the mission of the department in engaging with the field of WGSS, broadly defined.

### **Required Criteria:**

Required scholarly and creative achievements are to contribute to the advancement, application, and/or pedagogy of the discipline(s) and be distributed to appropriate audiences. The RTP committee is looking for a record of sustained intellectual accomplishment that can take a wide variety of forms, including, but not limited to: peer-reviewed journal articles; books by academic and quality commercial presses; textbooks; chapters in edited books; research-based reports to granting agencies; research-based review essays; grant proposals; curating research-related exhibits; and publications in electronic media that demonstrate sustained intellectual inquiry. RSCA requirements also include ongoing peer-reviewed presentations of original work at professional conferences.

Consistent with the emphasis on professional growth and development that underlies the evaluation process, the Candidate's documentation of scholarly and creative activities and the evaluation of that documentation should focus on progressive professional development. This consideration should be the central organizing element of the Candidate's narrative in this area. In addition to this narrative essay, the evidence of scholarly and creative activities will include all works produced during the evaluation period. This may consist of electronic and filmed representations of the work.

### **Minimum RSCA Expectations by Review:**

1. For the 3-year Reappointment, candidates are expected to have a minimum of one paper presentation of original scholarly work at an academic conference (or equivalent).
2. For tenure and promotion to Associate Professor, candidates are expected to have a publication record that includes one of the following (a-f) or an equivalent combination of peer-reviewed scholarly or creative work.
  - a. Sole or co-authorship of two (2) articles in academic journals and/or peer-reviewed chapters in edited books published by academic or other related presses.
  - b. Sole or co-authorship of one (1) book published by an academic or other related press. This counts as having exceeded the RSCA expectations for the review period.
  - c. Two (2) sole or collaborative peer-reviewed creative performances or exhibitions of work.
  - d. Sole or co-editorship or one (1) scholarly edited volume or guest editorship of a peer-reviewed journal published by an academic or other related press; and at least one (1) peer-reviewed journal article or peer-reviewed chapter in edited volumes published by academic or other related presses.

- e. Sole or co-authorship of one (1) peer-reviewed article in an academic journal and/or edited book published by an academic or other related press, plus significant work in the scholarship of engagement, the scholarship of integration, the scholarship of application and practice, and/or the scholarship of teaching and learning.
- f. Sole or co-authorship of one (1) peer-reviewed article in an academic journal and/or edited book published by an academic or other related press, plus one successfully submitted grant proposal.

Additionally, candidates will have a record of presenting their research, scholarly, and creative activities at conferences, meetings, or other significant professional venues.

- 3. For promotion to Full Professor, candidates are expected to demonstrate continuing growth in their research, scholarly, and/or creative activities. Examples might include demonstrated engagement in the field by continued publishing, working on grants, guest editing journal issues, serving on journal editorial boards, presenting at conferences, and/or continuing performances and exhibitions of creative works.

### **C. Service Contributions**

Service contributions should reflect the values of the University, the College, and the WGSS Department. All faculty are expected to engage in sustained service activities.

**Required Evidence:** Refer to Section 2.3 of the CLA RTP Policy for required evidence, including the service narrative, documentation of committee work, community engagement, and/or professional leadership roles.

#### **Minimum Service Expectations by Review:**

- 1. For 3-year Reappointment, candidates are expected to primarily engage in service at the department level.
- 2. For tenure and promotion to Associate Professor, faculty are expected to primarily engage in service at the department and college levels.
- 3. For promotion to Full Professor, faculty are expected to engage in leadership roles in their service at the department, college, university, professional organization, and/or community level.

### **D. Amendments to the Department RTP Policy**

To become effective, all proposed amendments to this policy require a majority vote of the ballots cast by the tenured and probationary faculty members and the approval of the Faculty Council, the CLA Dean, and the Provost/Senior Vice President for Academic Affairs.